

SECRET

DD/S 71-3107

5 AUG 1971

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MEMORANDUM FOR: [REDACTED]

THROUGH : Director of Communications

SUBJECT : Personnel Ceilings for FY 1972

25X1A

REFERENCE : Memo to [REDACTED] fr A-DD/S dtd 30 July 71, subj:  
Request for Submission of Office Estimates dtd 1 July 71

1. The Executive Director-Comptroller has now approved revised personnel ceilings for FY 1972 at the budget level as reported in referent memorandum:

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Staff Positions [REDACTED]  
Contract Positions [REDACTED]

Any adjustments necessary to conform your staffing complement to these ceilings should be made as soon as practicable.

2. You are now authorized to convert to contract status [REDACTED] staff employees in coordination with the Office of Communications whose staff positions will also be converted.

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3. Any funding requirement arising out of these conversions should be forwarded to the Plans Staff, O-DD/S, by 1 September 1971.

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[REDACTED]  
John W. Coffey  
Deputy Director  
for Support

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